

Cedar County, Iowa, is seeking qualified applicants for a full time Clerk position (35 hours per week) in the Treasurer's Office.

The Clerk position will assist the public in issuing driver licenses, processing tax collections, titling, and all other motor vehicle transactions.

Successful candidates should possess the following skills:

- Be a self-starter with strong interpersonal skills
- Able to maintain confidentiality
- Able to multi-task through continuous interruptions
- Have a positive attitude
- Eagerness to learn
- Outstanding customer service
- Ability to work with computers and related software

Starting wage is \$16.39/hour with a generous benefit plan. Cedar County is an equal opportunity employer.

Applications may be found at [www.cedarcounty.iowa.gov](http://www.cedarcounty.iowa.gov), and will be accepted until April 21, 2023 at 4:00 p.m. or until the position is filled.

Forward application materials to:

Cedar County Treasurer  
Sandy Delaney  
400 Cedar Street  
Tipton, IA 52772